



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**
P.O. BOX 9025 • OLYMPIA, WASHINGTON 98507

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**COMMITTEE MEETING SCHEDULES
&
SPECIAL BOARD MEETING AGENDA**

DATE: Committee Meetings – Wednesday, February 19, 2014
Special Board Meeting – Thursday, February 20, 2014

TIME: February 19, 2013 8:30 a.m.
February 20, 2013 8:00 a.m.

LOCATION: Radisson Hotel
18188 International Blvd
SeaTac WA 98188

ATTENTION: Board and Committee meetings are open to the public except when business calls for a Closed Session. During Closed Session all guests will be excused. Start times are subject to change by the Board or Committee Chair.

All meetings include a working lunch. If you are a visitor to the meeting you may join Board and Staff members for lunch. The cost of lunch is \$18.00 each day. Please make your check out to DOL and submit to Cassandra Fewell.

BOARD MEMBERS

| | |
|----------------------------------|------------|
| Stephen Shrope, PE, SE, Chair | (Spokane) |
| Scott Valentine, PLS, Vice-chair | (Spokane) |
| Neil A. Norman, PE | (Richland) |
| Mel Garland, PLS | (Buckley) |
| Dan Parker, PE | (Auburn) |
| Chun Lau, PE, SE | (Bellevue) |
| Nirmala Gnanapragasam, PhD, PE | (Seattle) |

STAFF MEMBERS

| | |
|---|----------|
| George A. Twiss, PLS, Executive Director | 664-1565 |
| Terry Graving, Licensing Manager | 664-1573 |
| Cassandra Fewell, Executive Assistant | 664-1564 |
| Shanan Gillespie, Management Analyst | 664-1570 |
| Jill Short, Acting Investigations Manager | 664-1561 |
| Elizabeth Lagerberg, AAG Advisor | |

COMMITTEE MEETING SCHEDULES

Wednesday, February 19, 2014

**Reports of committee actions are given under the Special Board Meeting agenda item #6
*Committee Reports.***

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|---------------------------|-------------------|--------------------------------|
| Practice Committee | Lopez Room | 8:30 a.m. to 11:30 a.m. |
|---------------------------|-------------------|--------------------------------|

Review of complaints, disciplinary actions, and policy interpretations on scope of practice.
Committee Chair, Mr. Lau, PE, SE; Members – Mr. Norman, PE; Mr. Garland, PLS
Board staff: Ms. Short, Ms. Fewell.
Report under #6.1

Discussion Topics

Closed Session

- Complaints / Investigations

Open Session

- Disciplinary Business
 1. Summary of Complaints / Investigation Actions
 2. Status of Investigations for Other Agencies
 3. Case / Status Reports
 4. Compliance Report
- Policy and Rule Development
 1. Hydrographic Surveying Policy
- Response to Inquires
 1. Ms. Zimmerman's letter of January 2013
 2. Application of RCW 18.08.410 to a building project (FYI)
 3. Question for the Board – Professional Responsibility (FYI)

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|--------------------------------------|---------------------|--------------------------------|
| Exam/Qualifications Committee | Board Room 1 | 8:30 a.m. to 11:30 a.m. |
|--------------------------------------|---------------------|--------------------------------|

Review of exam related subjects and application eligibility.
Committee Chair, Mr. Valentine, PLS, Members – Mr. Parker, PE; Ms. Gnanapragasam, PE.
Board staff: Ms. Graving, Ms. Gillespie
Report under #6.2

Discussion Topics

Closed Session

1. Applications involving special circumstances that require Board action.

Open Session

2. CEAB FE Applicants
3. Criteria for engineering experience
4. Update on implementation of computer based testing
 - Reports on visits to Ergometrics testing centers
5. Communications
6. Washington Engineering Institute

Surveying Committee **Lopez Room** **12:15 p.m. to 2:00 p.m.**

Review and development of policy, rules and examinations on land surveying.
Committee Chair, Mr. Garland, PLS – Members Mr. Valentine, PLS; Mr. Norman, PE
Board staff: Mr. Twiss, Ms. Fewell
Report under #6.3

Discussion Topics

1. Thurston County boundary line adjustment
2. LS exam testing conditions and procedures for vendor
3. LSAW Program
4. Hydrographic Surveys.

Structural Committee **Board Room 1** **12:15 p.m. to 2:00 p.m.**

Review and development of policy, rules and examinations on structural engineering.
Committee Chair, Mr. Parker, PE – Members Mr. Lau, PE, SE; Ms. Gnanapragasam, PE
Board staff: Mr. Twiss, Ms. Fewell
Report under #6.4

Discussion Topics

1. Questions from Building Official on engineer v. architect
2. Greenbook comments from building officials

Executive Committee **Lopez Room** **2:15 p.m. to 3:15 p.m.**

Review of administrative issues: budget, personnel and strategic initiatives.
Committee Chair, Stephen Shrope, PE, SE, Board Chair – Members: Scott Valentine, PLS
Guest Members: Neil Norman, PE; Mel Garland, PLS; Daniel Parker, PE; Chun Lau, PE, SE;
Nirmala Gnanapragasam, PE.
Board staff: G. Twiss, C. Fewell, T. Graving, J. Short, S. Gillespie
Report under #6.5

Discussion Topics

Open Session

1. Budget, Fund Balance, Fees and other fiscal matters.
2. Attendance at NCEES Western Zone meeting.
3. Personnel issues.
 - 3.1 Selection of Deputy Exec. Director, Michael Villnave, PE
 - 3.2 Upcoming staff retirements, strategy for replacement.
 - 3.3 Position reallocations
4. Status report for spring workshop, Chelan, WA.
 - 4.1 Board's legislative priorities for chapter 18.43 RCW.
 - 4.2 Briefing by Edwin Huston, PE

At the conclusion of all committee's business there will be a recess until the Board reconvenes the Special Meeting at 8:00 a.m., Thursday, February 20, 2014.

RECESS
SPECIAL BOARD MEETING
Thursday, February 20, 2014

OPEN SESSION

8:00 a.m.

Board Chair Stephen Shrope, PE, SE, will open the meeting and announce estimated time for *Closed Session*. Once *Closed Session* is complete the Board will take a ten-minute break before resuming open session.

CLOSED SESSION

Executive Session

- Confer with AAG; Legal Issues; Deliberations

Adjudicative Session

- Review of any proposed board orders
- Review on Informal Disciplinary Recommendations

OPEN SESSION

1. Call to Order

- 1.1 Chair's opening remarks and introduction of visitors.
- 1.2 Order of Agenda
- 1.3 Approval of Consent Agenda Items
 - 4.1.1 *Comments from the Fall 2013 Board Journal*
 - 4.3 *NCEES Correspondence/Press Releases*
 - 8.1 *Board Correspondence*
 - 9.1 *Events/Meeting Calendar*
- 1.4 Approval of Minutes, Special Board Meeting, December 11, 2013

2. Rule Making, Rule Hearings, BAP Appeals, Public Presentations

- 2.1 Rule Making
 - 2.1.1 Review of status report
 - 2.1.2 Hearings

3. Disciplinary and Investigation Items

- 3.1 Actions on Informal Disciplinary Recommendations

4. Executive Director's Report

- 4.1 Board Administrative Issues
 - 4.1.1 *Comments from the Fall 2013 Board Journal (consent item)*
 - 4.1.2 Memos of Understanding with:
 - Landscape Architect Board
 - Architect Board
 - Geologist Board
 - 4.1.3 Report on MBA meeting (February 5th)
 - 4.1.4 Foreign Experience Evaluation Task Force
- 4.2 BPD / DOL Business
 - 4.2.1 Customer Satisfaction Survey

4.2.2 LEAN project (streamlining licensing process)

4.2.3 2014 Legislation

4.3 NCEES Correspondence/Press Releases (consent item)

5. Assistant Attorney General's Report

5.1 Discussion on issues under consideration by the Board.

6. Committee Reports from February 19 meetings

6.1 Practice Committee

- Action Items

6.2 Exam / Qualifications Committee

- Action Items

6.3 Survey Committee

- Action Items

6.4 Structural Committee

- Action Items

6.5 Executive Committee

- Action Items

7. Old Business

7.1 Refer to Action Item Chart.

8. New Business

8.1 Board correspondence (consent item)

8.2 Preparation for 2014 NCEES Annual Meeting, Seattle

9. Other Business

9.1 Board Outreach Activities (consent item)

10. Summary of assigned Action Items from this meeting.

10.1 Practice Committee

10.2 Exam & Qualifications Committee

10.3 Surveying Committee

10.4 Structural Committee

10.5 Executive Committee

10.6 Board Meeting

11. Next Committee and Special Board Meetings

11.1 Date: April 16 & 17, 2014

Location: Radisson Hotel
SeaTac, WA

11.2 Special agenda items

12. Adjournment